

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
January 16, 2013

Approved 02/20/2013 as submitted

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:32 p.m. Board members present: V. **Hanelt**, K. **McKenna**, D. **Sarsgard**, and F. **Martin**. Board member absent: **K. Wilder**. Staff Members present: J. **Clark** and J. **Andrews** Staff Member Absent: C. **Wilson**
2. **Recognition of Guests and Hearing of the Public:** Andres **Avila**, John **Toohey**, Mark **Scaramella**, and Clay **Eubank**
3. **Approval of Minutes of Last Board Meeting:** **Hanelt** - *if there are no objections or corrections, the minutes will be approved as submitted. No corrections or objections, the minutes are approved as submitted.*
4. **Correspondence – For Review.** Reviewed.
5. **Changes Or Modifications to this Agenda:** **Hanelt** requested 10. a. (2) (a) and (b) be heard at this time prior to hearing from **Toohey**, **Hanelt** reviewed the handouts distributed by **Clark** which included a copy of the Recreation Policies & Procedures (P&P), the Flow Chart for approval process for Recreation Activities – trips, classes, events, fundraising and grant, and an excerpt from the Budget Committee P&P covering Grant Applications. (Copy of each attached to the minutes). **Hanelt** felt if everyone understood the process it would make things much smoother.
 - (a) San Francisco Trip – **Toohey** advised he was planning to take the teens to the California Academy of Science instead of the tour of Alcatraz and also opted out of riding double-deckers and all will learn to use the Muni system instead. **McKenna** said the hostel provides some food and **Toohey** said the teens will be taking their own money for lunches. Thirteen are signed up at present with space for three more, four chaperones will be going, possibly five. **Toohey** will be driving one van and not sure who will drive the other. *Motion by McKenna to approve the San Francisco trip, seconded by Martin and passed with four aye votes.*
 - (b) Snow Trip – **McKenna** explained some of the questions that had arisen from last year's trip – she had called the resort to try to find out what the “additional” \$200 charge was – individual she talked to said it might have been for moving furniture around - clarified with owner of resort that they had paid exactly what was owed, Teen Center had thought the \$200 deposit to hold the rooms was to be refunded but part of total owed – budgeted \$780 instead of \$980. Corrected portion of Event Proposal Form for (Rental (house) fee to read “\$980 including deposit.” **Scaramella** asked **Toohey** what the deadline for cancellation is and **Toohey** responded that he had not yet made the reservation, is looking for housing that is less expensive. *Motion by Martin to approve the Snow Trip, seconded by McKenna and passed with four aye votes.* **McKenna** noted that the Budget Committee had made no recommendation because there was no one available to answer question. **Toohey** said he is making plans to visit Sac State and UC Davis next month. He also mentioned he has been setting up morning workouts for teens and asked if there were a certain number of teens required before he could use his official time. Consensus is that he is allotted X number of hours and as long as he stays within those hours, there would be no numbers required. Reviewed proposal for Tamale Fundraiser, will be selling one dozen for \$20, a half dozen for \$12. *Motion by McKenna to approve request, seconded by Martin and passed with four aye votes.*

John Toohey left at 6:10 p.m.

6. New Business:

- a. Authorization to Dispose of Engine 7464 (Return to FED-X Program) – **Avila** reported there are numerous problems with 7464 and they do not feel it is feasible to spend funds on repairing it – may be able to keep the cabinet for use on another vehicle – the YCBA is looking into buying a replacement vehicle at this time. **Scaramella** asked if returning this vehicle would leave the Yorkville district under-served – **Avila** responded they are using a Type 3 engine in its place, much slower and cumbersome. **Martin** asked 7464 is still drivable – response was yes, would feel okay driving it around the parking lot. **Martin** had concerns about another vehicle falling under the “verbal arrangement” category. **Hanelt** noted that subject is on the agenda under old business. **Motion by McKenna to authorize the return to FED-X Engine 7464, seconded by Martin.** Question was asked if it would be a problem getting FED-X to take back only part of apparatus – response is that **Wilson** had said it can be done. **Motion passed with four aye votes.**
- b. Fiscal Agent Agreement Form – Example attached. This is a form requested by the Budget Committee on the recommendation of the auditor. It was noted there is no mention of grants – **Scaramella** suggested the Budget Committee create a form to conform to our needs.
- c. Fire Department Structure Burn – **Avila** reported planning is underway for a training burn in Philo in the spring – starting the process. **Scaramella** wants to make sure all policies are followed, whether in Fire Department Handbook or P&P.

7. General Manager’s Report: Copy attached. **Hanelt** asked for clarification on Director’s terms – County has informed us that if a term ended within the first year, it automatically expires at the next scheduled election which is this year. **Hanelt** also advised anyone taking the Ethics Training to print out the test sheet prior to completing the program.

8. Fire Chief’s Report: Copy of report attached. Mostly informational, several of the new recruits started the Fire Chief’s Academy last weekend. Holmes Ranch is getting wrapped up, **Martin** said the final inspection will be postponed until everything is complete. **Scaramella** asked the status of the MSR – **Andrews** said she is waiting to get the forms back from the Airport, Recreation and Fire Department.

9. Fire Protection Committee Report: Copy of minutes attached. Reviewed, no questions.

10. Budget Committee Report:

- a. Budget Chairperson Report & Recommendations
 - (1) Committee Recommendation to Approve Expenditures Reviewed at the January 9, 2013 Meeting – **McKenna** – *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*
 - (2) Committee Recommendation on Teen Center Class Proposal –
 - (a) Teen Center SF Trip Proposal, January 20-21, 2013 – already spoken to.
 - (b) Teen Center Snow Trip, February 22-24, 2013 – already spoken to.
- b. Request for New Expenditures (if any) – None.

11. Airport Committee Report: Copy of minutes attached. **Andrews** said the CAAP grant has been awarded to the Airport but funding will not be received until April or May.

12. Recreation Committee Report: Copy of minutes attached. **Andrews** noted she had received an e-mail from Gene **Herr** asking about a current Memorandum of Understanding (MOU) with the CSD/Teen Center/Recreation Department. **Herr** also asked **Andrews** if Donna **Pierson-Pugh** was the official representative on both the Recreation Department and the Teen Center. Suggested there is a need to update the MOU and determine if there are any official positions. **Hanelt** asked that **Andrews** forward the e-mail to the Board members. **Scaramella** said he thought we had established a pecking order at one time. **Hanelt** said it was her understanding the MOU between the CSD/Recreation Department/Teen Center/Methodist Church was never signed. **Andrews** will research. **Sarsgard** noted Gene **Herr**’s question on the use of Recreation funds for the tennis courts

– **McKenna** explained that funds have been raised for “recreational” purposes, and wondered why can’t they use part of it for the Tennis Courts.

a. Cycled Program – Update – **McKenna** said there is a successor organization called Valley Trail Coalition. They are currently in the process of applying for 501 C (3) status, have had several meetings.

13. Personnel Committee Report: No meeting. **Hanelt** – completed Personnel Evaluation Forms need to be turned in by February 1st. She and **Wilder** will meet at a date to be determined and meet with staff the following week.

14. Policies and Procedures Committee Report: None to review at this time.

15 Old Business:

a. Fire Department Reserve Allocation – **McKenna** reviewed work sheet prepared by **Wilson**, he is recommending 60K be transferred to reserves – 55K to the Apparatus Reserve and 5K to the Unfunded/Emergency Reserve. **Avila** advised the portion for the Unfunded/Emergency Reserve was to augment that account to prepare for possible additional costs to cover payroll obligations involved with upcoming change in fire department management personnel.. ***Motion by McKenna to approve the recommendation of 55K to Apparatus Reserves and 5K to Unfunded/Emergency Reserve, motion seconded by Martin.*** **Scaramella** asked if the new Board members understood the procedures on transferring reserve funding, requires a 4/5 vote of Board. Funds placed in reserve account are less accessible. ***Motion passed with four aye votes.***

b. Facilities & Apparatus Owned by Others and Commitments – **Wilson**. **Hanelt** asked that this item be kept on next month’s agenda so **Wilson** could respond to any questions. **Scaramella** said he had a few comments as this is the first time he has seen this document – obviously needs to be tightened up – property changes hands, etc. This is a good start but he feels verbal agreements need to be converted to letters of agreement and all kept in one file. Discussion on hydrants connected to private tanks, the need for connections to hydrants and tanks to be compatible to FD connectors, and hydrant availability effecting ISO ratings. **Hanelt** – this is a good subject to refer to the Fire Protection Committee. **Scaramella** stated we should have a semi-standardized letter of agreement.

16. Any Special Item Not on the Agenda but Approved Unanimously by the Board or Legally Required or Authorized for Immediate Action - None.

17. Concerns of the Directors:

Hanelt – None

McKenna – None

Sarsgard - None

Martin – None

18. Adjournment: Meeting adjourned 7:05 p.m.

Joanie Clark
Secretary/Clerk